CREDIT LIMITATIONS

Policy Id:
Reg.006 – Credit Limitations

Contact:
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Last Modified:
May 15, 2013
CREDIT LIMITATIONS

Policy
Each matriculated student is enrolled in one of eight official classes based on the number of credits earned. Depending on the official class, students are allowed to take a maximum number of credits each semester.

Undergraduate Students
Undergraduate students are generally limited to take 15 credits per fall or spring semester or the equivalent until they have earned 60 credits at the College. Students who have earned 60 or more credits may enroll for up to 18 credits during the fall or spring semester. These credits can be a combination of John Jay, permit, or e-permit courses. All students may exceed the total above by one credit if they are taking a one credit Physical Education course or a Science course. Students who have a grade point average of 3.300 or higher and have earned 30 credits may ask for a waiver to take one additional course. This policy is not applicable to students on academic probation in which credit restrictions and other academic conditions may apply.

Students should check the Registrar’s Office website for credit limitations for winter and summer sessions.

Graduate Students
Full-time graduate students are generally restricted to 15 credits for each fall and spring semester. Students who wish to request a waiver of this policy must seek the permission from the Dean of Graduate Studies. This policy is not applicable to students on academic probation.

Students should check the Registrar’s Office web site for credit limitations for winter and summer sessions.

Senior Citizen Audit
Senior Citizens who are not matriculated at the College can take a maximum of 2 courses or 7 credits (whichever is less) in each semester.

Procedure
There is no paperwork necessary to take up to 18 credits. Credit limitation will be assessed by the College’s database based on the student’s official class. Students interested in taking more than 18 credits must seek permission from the Registrar’s Office or Office of Enrollment Management.

ACADEMIC PROBATION
Where students are restricted to a certain number of credits due to academic probation, the above credit limitation policy does not apply. Students on academic probation must take courses as prescribed by the academic probation agreement (See Academic Probation – Academic Dismissal policy).

SUBSEQUENT SEMESTER AFTER ACADEMIC PROBATION
Undergraduate students will be restricted to take no more than 12 credits the first subsequent semester after earning a cumulative grade point average of 2.00. Summer and winter sessions do not count as “subsequent semester” for this policy. This policy is in place to help students transition gradually into a heavier course load if they wish to do so.